



# BUILDING CONSTRUCTION ZONING & CODE ENFORCEMENT BUILDING PERMIT APPLICATION

Permit No.

**PROJECT LOCATION AND OWNERSHIP** – Property Owner is responsible for all permits. Authorized designee may apply for permit on Owner's behalf.

- |                               |                           |  |                 |
|-------------------------------|---------------------------|--|-----------------|
| <b>1. Street Address</b>      | <b>Tax Map #</b>          |  |                 |
| <b>2. Property Owner</b>      |                           | Phone #                                    | Email           |
| Mailing Address               |                           | Check box if Owner is acting as Contractor |                 |
| <b>3. Structure Occupancy</b> | Owner Occupied            | Owner-Occupied Rental                      | Rental          |
| <b>4. Structure Type</b>      | 1 or 2 Family Residential | Apartment                                  | Non-Residential |

**CONTRACTOR(s)** – Provide name of business and name of business representative and/or licensed tradesperson

- |                                 |           |                  |       |
|---------------------------------|-----------|------------------|-------|
| <b>1. General Contractor</b>    | FEIN      | Business Address |       |
| Contractor Rep                  | Phone #   | Email            |       |
| <b>2. Plumbing Contractor</b>   | FEIN      | Business Address |       |
| Licensed Master Plumber         | License # | Phone #          | Email |
| <b>3. Electrical Contractor</b> | FEIN      | Business Address |       |
| Licensed Master Electrician     | License # | Phone #          | Email |

**PERMIT CATEGORY** – Check all that apply. Provide additional description or details **on Permit Page 2**, below. Attach Plans as required.

- |   |                                    |                        |  |                |
|---|------------------------------------|------------------------|--|----------------|
| <b>1. General Construction Work</b>   | New Structure                      | Addition               | Total new floor area                                 | sq ft          |
| Interior  | Exterior                           | Alteration             | Renovation   | Reconstruction |
| Site Improvement(s) – <i>subject to URRP/SWPP compliance</i>  |                                    |                        | Heating Ventilating & Air Conditioning (HVAC)        |                |
| <b>2. Electric Work only</b>  | Power Service connection           |                        | Extension or modification of existing circuit system |                |
| <b>3. Plumbing Work only</b>  | Plumbing                           | Water Service          | Fire Service   |                |
| New Sewer service   | Sewer Service Upgrade/Modification |                        | Existing Sewer Service Repair                        |                |
| Note: If New Service or Upgrade/Modification, applicant must complete "Sewer Service Application" form, in addition to standard application |                                    |                        |  |                |
| <b>4. Life Safety System(Detection/Sprinkler)</b>   | New                                | Upgrade existing       | Decommission existing                                |                |
| <b>5. Elevator (passenger/freight)</b> – Elevator requires additional permits. Please reference "Elevator Permit" instructions on website   |                                    |                        |  |                |
| New   | Upgrade existing                   |                        | Decommission existing                                |                |
| <b>6. Demolition</b>  | Demo entire structure              | Demo interior elements | Demo exterior elements                               |                |

**PROJECT DOCUMENTS** – Provide detailed project information, as required or needed to determine Code compliance

- For all **new residential and commercial structures, detailed Plans and Code Analysis**, prepared by a licensed design professional, are **required**.
- For any **new addition** (expansion of usable floor area) to existing commercial or residential structures. **detailed Plans and Code Analysis**, prepared by a licensed design professional, are **required**
- For the **alteration, renovation, or reconstruction of commercial structures**, including residential and business occupancies, **detailed Plans and Code Analysis**, prepared by a licensed design professional, are **required**
- Detailed Plans and Analysis**, prepared by a licensed design professional, **may be required** for any alteration, renovation, or reconstruction work of **owner-occupied, residential structures**, based on **scope/scale of work** and as **determined by the authority having jurisdiction** or designee.

## Code Analysis

## Site Plan

## Stormwater Pollution Prevention Plan (SWPPP)

**PERMIT FEE**

- Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF USE ONLY**

Proposed

Department	Date	Approved By	Notes
OBCZCE			
PHCD			
CAUD			
Engineering			



# DEPARTMENT OF PUBLIC WORKS OFFICE OF BUILDING CONSTRUCTION ZONING & CODE ENFORCEMENT

Richard David, Mayor  
Thomas F. Costello, Supervisor

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**PRELIMINARY BUILDING REVIEW** — one set of the following:

- Architectural/engineering design development drawings indicating size of the building, occupancy group(s), and type of construction. Drawings to include building plans and sections with means of egress, fire separation assembly locations and fire protection systems proposed.
- Soil boring and geotechnical recommendations report
- Foundation structural calculations

**BUILDING REVIEW** — one set of the following:

- Complete architectural/structural plans
- Site plan, including distance to lot lines
- Soil boring and geotechnical recommendations report, including the description and bearing value
- Structural calculations or other substantiation of structural performance
- General specifications
- Fire-resistance rated assembly specifications

**COMPLETE REVIEW (Building, Mechanical, Plumbing and Electrical)** — two sets of the following:

- The documentation needed for a Building Review
- Complete Mechanical plans and specifications
- Complete Plumbing plans and specifications
- Complete Electrical plans and specifications

**SPRINKLER REVIEW** — one set of the following:

- Complete Sprinkler plans and calculations, including hydraulic design calculations, current flow test and material/equipment specifications

**ACCESSIBILITY REVIEW** — one set of the following unless requested with a review for another discipline, then two sets are required:

- Complete architectural/structural plans
- General specifications

**ENERGY REVIEW** — an additional set of the following documents in addition to any documents required for disciplines listed above:

- Complete architectural plans, site plan and general specifications
- Design conditions (interior and exterior) consistent with local climate
- Envelope design method, including supporting calculations and documentation
- Complete mechanical plans, specifications and equipment schedules
- Complete plumbing plans and specifications
- Complete electrical plans and specifications
- Interior lighting design method, including supporting calculations and documentation
- Lighting fixture and control schedules (building interiors and exteriors)

NOTE: Construction documents should be signed, sealed and dated by the registered design professional in accordance with the professional registration laws of the state in which the project is to be constructed.